Kansas Army National Guard

Defense Travel System
A New Era of Government Travel

BUSINESS RULES

Updated 1 May 2011

This is a working document and will be revised as we identify the best operations for our command and policy is established. Please provide your suggestions to the USPFO-ARC.

TABLE OF CONTENTS

1.0 Purpose
2.0 Overview of the Defense Travel System (DTS) 4
Background 4
Roles and Responsibilities 5
a. Lead Defense Travel Administrator (LDTA) 5
b. Finance Defense Travel Administrator (FDTA) 6
c. Organizational Defense Travel Administrator (ODTA) 6
d. Contractors in DTS 6
e. Program Manger/ Certifying Official (PM/AO) 7
f. Traveler 7
g. Non-DTS Entry Agent (NDEA) 7
h. Transportation Office 7
3.0 Authorizations not processed in DTS 8
a. Permanent Change of Station Vouchers 8
b. Unit Annual Training 8
c. Mileage Only Active Duty Orders Within Commuting Distance 8
4.0 Use of the Government Travel Charge Card program 8
5.0 Electronic Funds Transfer (EFT) and Split Disbursement 9
6.0 Commercial Air Authorizations 9
a. Commercial Air Travel 10
b. Changes before Ticketing 10
c. Changes after Ticketing 10
d. Airline-Initiated Changes 10
e. Travel-Initial Changes 11
f. Mission Directed Changes after Departure 11
g. Cancellation and Confirmation Numbers 11
h. Ticketing Requirement 11
i. Ticketing Methods 11
j. Ticketed Commercial Air Itinerary 11
k. Unused Tickets 12
l. DTS Reservation Module Not Used 12
m. DTS Reservation Module Used 12
n. Short Notice Travel Arrangements (Between 1600-0730) 12
7.0 Travel Authorization 12
a. Signed Authorization 12
b. Trip Description 12
c. Cross-Fiscal Year Authorizations 13
d. Technician Training Requests 13
e. Annual Training 13
7.1 Invitational Travel Authorizations (ITAs) 13
7.2 Entitlements 14

a. Transportation Mode 14
b. Lodging 15
c. Miscellaneous Entitlements 16
7.3 Travel Vouchers 17
a. Receipts 17
b. Non-DTS Entry Agent (NDEA) Responsibilities 17
c. Program Manager/Approving Officer Responsibilities 17
d. Local Vouchers 17
7.4 Debt Management 18
8.0 Reference Information 18
9.0 Three-Tiered Help Desk 18

10.0 Appendices

A. Abbreviations and Acronyms 19
B. Line of Accounting Label Method 21
C. Trip Description Block 22

1.0 Purpose

The purpose of this document is to provide specific policy and procedural guidance to all Kansas Army National Guard (KSARNG) personnel, agencies, and organizations that use the Defense Travel System (DTS). It is also to emphasize and explain required actions under certain circumstances. This guide establishes local administrative, transportation, and financial business rules for using the DTS and supplements Army National Guard policy and procedural guidance. Finally, this is a “living document” and will be revised as additional functionality and capabilities of DTS become available.

The Army or Army National Guard business rules shall apply where no local business rules are listed in this document. However, the following overarching directives shall apply in resolving travel or financial policy issues:

Defense Transportation Regulation (DTR) (DoD 4500.9-R)
DoD Financial Management Regulation (DoD FMR 7000.14-R)
Joint Federal Travel Regulations (JFTR)
Joint Travel Regulations (JTR)

Travelers must be in the DTS system in order to travel using DTS. DTS can be accessed at www.defensetravel.osd.mil, or www.defensetravel.com. Self-Registration is required. In the case of M-Day personnel, the Self-Registration shell may be initiated by a Defense Travel Administrator (DTA).

2.0 Overview of the Defense Travel System (DTS)

DTS is the product of the Department of Defense (DOD) Temporary Active Duty (TDY) Travel Reengineering Initiative. DTS is a fully automated travel request, authorization, reservation, and reimbursement system that replaces the current process of paper order requests, paper travel orders, paper travel vouchers and manual reimbursement computation. The DTS allows the traveler to work in a paperless environment 24 hours per day from almost any location. Travelers will request a trip authorization and have the capability of reserving their own airline tickets, hotels, and rental cars online as well as filing their travel voucher online. The DTS will store all documentation online for the required 6 years and 3 months, thereby eliminating the need to maintain paper copies.

Background: The DTS is the product of the Department of Defense (DOD) Temporary Duty (TDY) Travel Reengineering Initiative. It is designed to meet operational requirements, improve service to the customers, and reduce overall cost to the Government. Provisions of Appendix O, as contained in the Joint Federal Travel Regulations (JFTR), and Joint Travel Regulations (JTR) as assisted by this guide. The DTS allows travelers to make commercial transportation and rental car arrangements, and prepare trip authorizations and vouchers-all from a desktop or laptop computer. Each part of the streamlined travel process, including travel document creation, transfer, approval, computation, accounting, disbursement, and retention is accomplished electronically.

Roles and Responsibilities

Permissions

TYPICAL DTS ROLES AND SAMPLE TASKS

ROLE	TASK	TRAVEL DOCUMENT AND GROUP ACCESS	ORGANIZATION ACCESS	PERMISSION LEVEL(S)
Traveler	Creates own travel documents. Requests travel reservations.	Personal documents only. No group access.	No organization access.	0
Travel Clerk and Non-DTS Entry Agent (NDEA)	Performs DTS functions on behalf of traveler.	Documents of assigned personnel. Has group access.	No organization access.	0
Resource Adviser and Budget Assistant	Reviews and monitors budget information in DTS.	No group access.	Organization access.	0, 1
Routing Official (RO)	Performs designated local functions (optional).	Local decision.* May have group access.	No organization access.	0, 1, 2
Approving Official (AO)	Approves travel and voucher payments.	Local decision.* May have group access.	Organization access.	0, 1, 2
Certifying Officer (CO)	Certifies that funds are available.	Local decision.* May have group access.	Organization access.	0, 1, 2
Organizational Defense Travel Administrator (ODTA)	Responsible for the overall travel system for organization.	Local decision.* May have group access.	Organization access.	0, 1, 2, 3**, 5
CBA Specialist	Responsible for policy compliance and CBA reconciliation.	Local decision.*Has group access.	Site	0, 4
Budget DTA (BDTA)	Assists FDTA in budgetary and LOA matters and functions as assigned.	Local decision.* Has group access.	Site	0, 1, 3
Finance DTA (FDTA)	Responsible for all financial and budgetary actions at the site.	Local decision.* Has group access.	Site	0, 1, 3, 5, 6

a. Lead Defense Travel Administrator (LDTA). The LDTA for the KSARNG resides within the USPFO-Comptroller Division. The LDTA provides guidance and assistance to ODTAs and the daily operations of DTS within the directorate or activity. The LDTA is the authorized caller to the Tier 3 Help Desk Level when ODTA(s) are unable to resolve DTS issues. The LDTA MUST be appointed in writing as an Accountable Official. The LDTA may also attach and detach individuals who transfer to other agencies or between offices.

A DD Form 577 signature form must be completed. A COL training certificate and training certificates for Module 1 & 2 must be attached. **The COL Training is located on the DEFENSE TRAVEL MANAGEMENT OFFICE website:**
https://www.defensetravel.dod.mil/Passport.
If you do not already have an account, click the *Register for a New Account* button.

b. Finance Defense Travel Administrator (FDTA). The FDTA for the KSARNG resides within the USPFO-Comptroller Division. The FDTA has the responsibility for maintaining the Lines of Accounting (LOA) and budgets for organizations using DTS. The FDTA has fund control responsibility within DTS and is responsible for ensuring that all financial information remains current and accurate. Therefore, the FDTA must be appointed in writing as an Accountable Official. The FDTA serves as the point of contact for correcting rejects resulting from financial related errors. NOTE: In DTS funding does not roll over from one year into the next; it has to be manually moved. Check to make sure all vouchers have been settled before moving funds. Unsettled vouchers will have an effect on annual funding adjustments.

Training and a DD Form 577 signature form must be completed and forwarded as in 2a.

c. Organizational Defense Travel Administrator (ODTA). The ODTAs for the KSARNG reside within selected MSCs and Directorates. The standard is a Primary and Alternate. ODTA(s) will be responsible for oversight of DTS in their designated activity(ies). They will monitor and manage self-registration within their organizations. The ODTA access level in DTS requires permissions 0,1,2,3, and 5, ORG and Group access, the understanding of responsibilities and pecuniary liability of an Approving Official. **They will also complete the same certification training as AOs - see Approving Officials (2.0 e).** The ODTA(s) is responsible for loading, updating, and maintaining their activities' information in DTS, which includes personnel information, routing lists, and permission levels. **They must maintain sufficient In & Out Processing procedures to ensure their Organizations and Routing Lists are up to date.** The ODTA will review DTS reports on a regular basis. The ODTA(s) will provide assistance to Travelers and Approving Officials. They are also responsible for training new personnel.

Training and a DD Form 577 signature form must be completed and forwarded as in 2a

d. Contractors in DTS. Contractors accessing DTS must be appointed in writing. The contractor cannot perform any role that is inherently government in nature and must be following specific direction from a government official in the performance of his or her duties. This means they can't obligate, disburse, or certify for any DoD traveler. A good rule of thumb is that the job they are performing must be of an "administrative nature" only. Remember, contractors cannot be held pecuniary liable, therefore, they cannot perform as Approving Officials.

e. Program Manager/Approving Official. The PM/AO is responsible for ensuring that travel is mission essential and funds are available. The PM/AO will be the last signatory before the authorization documents process through the system and could be held pecuniary liable for errors. The following actions are required of the PM/AO:

(1) Ensure the mission is essential and within programmed dollars by applying the "APPROVED" stamp.
(2) Apply the appropriate line of accounting. See Appendix B for LOA Label Development Method.
(3) Ensure the expenses are entitlements in accordance with Appendix O, Joint Federal Travel Regulation.
(4) Certify funds for obligation by applying the "APPROVED" stamp.

The PM/AO will be the accountable officer for an organization's travel funds and will have pecuniary liability for certified payment as outlined in DoD FMR, DoD 7000.14-R, Volume 5, Chapter 33, at www.dtic.mil/comptroller/fmr/05/05_33.pdf.

Training and a DD Form 577 signature form must be completed and forwarded as in 2a.

f. Traveler.
(1) Self-Register within DTS to establish themselves as a traveler. **Electronic Funds Transfer (EFT) information must be included otherwise, the LDTA will reject the submission and the traveler will not gain access to DTS.** All M-Day travelers should create a "G" profile. Technicians and AGR profiles will consist of SSN only.

Example:
M-Day Profile: xxx-xx-xxxxG
Full Time personnel (AGR/Technician): xxx-xx-xxxx

(2) Prepare initial travel authorization (TA).
(3) Subsequent travel voucher (TV).
(4) Select payment method (all to traveler or split disbursement).
(5) Ensure the integrity of his/her digital signature PIN. Intentional fraud perpetuated by traveler against the government through this process is subject to legal action.

g. Non-DTS Entry Agent (NDEA). A Non-DTS Entry Agent is an employee responsible for the input of TAs, TVs and/or LVs in the DTS for travelers who do not have access to DTS. These travelers may complete their authorization/voucher in paper form and send to their NDEA. When the NDEA electronically signs the voucher for the unconnected traveler, the only certification that the NDEA makes is that he is correctly entering the information contained in the unconnected traveler's manually prepared and signed paper voucher. The NDEA is not responsible for the validity of the paper voucher signed by the traveler, but is responsible for entering the data correctly as presented. The NDEA should fax or scan the hardcopy voucher prepared by the traveler, and applicable receipts into DTS.

Training and a DD Form 577 signature form must be completed and forwarded as in 2a.

h. USPFO Transportation Office (TO). The TO must conduct quality control of travel contract support, ensuring the supporting Commercial Transportation Office (CTO) currently, Carlson-Wagonlit at Ft Leavenworth, is in compliance with contractual requirements and that travel policies are followed (e.g., city-pair fares are used whenever possible, use of non-city pair fares is properly justified, etc.). The TO will reconcile DTS-generated tickets charged to the Centrally Billed Accounts (CBA). The TO must be appointed in writing as a Certifying Officer and must complete the COR training.

3.0 Authorizations not processed in DTS

The following categories of travel will not be processed in DTS at this time:

a. Permanent Change of Station (PCS) – DTS will not be utilized for PCS vouchers.

b. Unit Annual Training – Unit Annual Training orders cut using the Unit AT module in AFCOS and Individual Annual Training (TDC 101) will not require a separate DTS authorization. Mileage will be paid by Military Pay. If per diem entitlements are authorized for Individual Annual Training order, refer to chapter 7.0 of this document.

c. Mileage Only Active Duty Orders Within Local Commuting Distance

DTS will not be used for mileage only active duty orders within the local commuting distance when there are not any other per diem entitlements. Mileage only active duty orders for Soldiers that are within the local commuting distance between their Home of Record (HOR) and duty location will continue to be created in AFCOS. AFCOS will continue to print the travel Line of Accounting (LOA) on the pay order and the pay order will be paid through the military pay system. Travel that meets the criteria above will not be paid by means of a DTS voucher. Round trip mileage on active duty pay orders within local commuting distance will be paid through military pay on the AFCOS generated order.

4.0 Use of the Government Travel Charge Card Program

The governing regulation for the Travel Card Program still remains in effect as the DoD Financial Management Regulation, Volume 9, Chapter 3 and KS SOP 37-112.

Use of the Individual Government Travel Charge Card (GOVCC) for all travelers is mandatory under Federal Law PL 105-264, the Travel & Transportation Reform Act of 1998. Exemptions for mandatory use of the travel card may be found in DoD Financial Management Regulation Volume 9, Chapter 3.

The Government Travel Card must be used for rental car, lodging, and commercial airfare. If a traveler does not have a government travel card due to poor credit, cancellation of the card for delinquency and/or abuse, or other reasons, then airfare will be charged to the Centrally Billed Account. In the event a traveler does not have a travel card, they will be required to make payment with personal funds (cash, check, personal credit card) to guarantee hotel or rental car reservations.

Individuals may apply for the Government Travel Card by visiting the KSARNG Public Drive P and locating the USPFO, Travel and Travel Card, Travel Card Application folder.

Applicants need to submit the Citi Bank Application, Statement of Understanding, Online

Training Certificate, and DD Form 2883 Credit Worthiness Evaluation (for requested no credit check - restricted cards only) to the Agency Program Coordinator at the USPFO, 2737 S Kansas Ave, Topeka KS 66611. Applicants may also fax these forms to (785) 274-1297 or e-mail them to susan.j.brown@us.army.mil.

Travelers must ensure they provide documentation to the USPFO-ARC-P each year certifying that travel card refresher training has been completed.

DO

- Use your Government Travel Card to pay for official travel expenses
- Obtain cash advances for official travel through an ATM
- Track your expenses while on travel
- Submit payment in full for each monthly bill
- Follow the correct bank dispute process for charges which are incorrect
- Be aware that misuse of the card could result in disciplinary action

DON'T

- Use your Government Travel Card for personal use – **MUST BE ON OFFICIAL TRAVEL TO USE THE CARD**
- Obtain cash advances through ATM exceeding your expected Per Diem
- Obtain cash advances through an ATM more than 36 hours before travel
- Allow your monthly bill to become overdue
- Wait for receipt of your monthly bill to file your voucher
- Forget card is issued in your name and your are liable for timely payment
- Make late payments because this could result in cancellation of your card

5.0 Electronic Funds Transfer (EFT) and Split Disbursements

DTS automatically computes travel entitlements and initiates EFT disbursements to traveler's bank account, eliminating the expense of processing check payments and improving timeliness of reimbursement to the traveler. **Split Disbursements are mandatory for all military personnel and DoD civilians per Public Law 107-314.**
The DTS default "split-disburses" certain reimbursements automatically to the traveler's Government Travel card account for commercial airline, lodging, and rental car expenses. It is the traveler's responsibility to change the default payment setting from "GOVCC" to "Personal" if they do not have a government travel card, or when the CBA is used to pay for airline tickets. All users should ensure their profile is updated with current bank and Government Travel card. The traveler's reimbursement from DFAS may reject and they cannot be reimbursed until a valid account is loaded into the DTS. Users also have the option of updating their own EFT data before digitally signing their travel voucher.

6.0 Commercial Air Authorizations

Travelers will normally use the DTS reservation module to make arrangements for commercial air transportation and rental car reservations. There are certain circumstances (i.e. short travel) where the traveler may have to call the CTO, using the toll free number,

(866) 832-8692, to make such reservations. Travel arrangements should be charged to the traveler's Government Travel Card. In the event of OCONUS travel and centrally billed airfare is used, the ODTA or LDTA must ensure the traveler's profile shows "exempt" from mandatory use of travel card. This will allow the issuance of the centrally billed airline ticket. Upon completion of travel, the profile needs updated for Government Travel card holders back to "non-exempt" status.

a. Commercial Air Travel

Contract City Pairs (GSA) should be used if available and meets mission requirements. If the flight is a Contract City Pair and auto-books, then the CTO is not required to check for a lower cost fare. In instances where the traveler's flight selection does not auto-book, the CTO shall look for the lowest available fares with the contract carrier near the requested departure or arrival times in accordance with mission requirements. The CTO must notify or add remarks in the PNR to the traveler of any changes in the traveler's original flight selection. They may also indicate that a cheaper flight or GSA city pair is available even though not selected by the member. Auto booking air reservations do not require the CTO to search for the lowest fare. If a traveler books an YCA fare and the -CA is available, the CTO is not required to search for the lowest fare. The Authorizing Official makes the final decision as to the traveler's authorization. The CTO shall review the PNR for accuracy within 24 hours of receipt. Review shall consist of ensuring auto booked air, hotel, and rental car reservations are completed and coincide with airline arrival/departure times as applicable. Bookings must be in accordance with the Defense Transportation Regulation.

Traveler should click "Fare Rules" in DTS to verify if penalties apply to their selected ticket if they do not select a GSA City Pair fare. **If the traveler does not select a GSA City Pair fare when available, they may not be reimbursed for change/cancellation fees.**

Traveler should use caution when requesting "FULL CTO ASSISTANCE". The authorization will then go to the CTO for action and can delay approval for up to 48 hours.

b. Changes Before Ticketing If the traveler needs to make changes prior to ticketing, the traveler will make the adjustment to trip criteria through DTS and resubmit the document. Authorization MUST be re-signed. Use caution as this may take up to one week to process. Call Carlson if travel is inside one week.

c. Changes After Ticketing

If the travel needs to make changes after ticketing, the traveler should amend the authorization and resubmit for approval if time permits. Otherwise, the traveler should call the CTO for last minute changes. The changes will then be noted when the voucher is filed.

d. Airline-Initiated Changes

The CTO is responsible for notifying the traveler, when possible, of any ticketing changes after tickets have been issued. The CTO should provide the traveler all pertinent information contained in a traveler's finalized ticket itinerary. Any changes or updates to a Passenger Name Record (PNR) prior to the trip are required to be passed to the traveler via fax/e-mail or, if short notice, by telephone. At a minimum, this information should include the PNR locator number and all flight, car rental, and commercial lodging information with costs and ticket numbers. If multiple carriers are utilized on an itinerary then the costs should be broken out by ticket number. These changes must be manually input by the traveler into DTS on the appropriate screens (TICKETED TRANSPORTATION, LODGING, or EXPENSES) when filing the travel voucher.

e. Traveler-Initiated Changes

If the traveler needs to make changes within three working days prior to departure, and tickets have been issued, he/she should make necessary changes in DTS. Direct coordination may be required with the CTO if less than 48 hours. For any travel arrangements incurring additional cost, prior AO approval must be obtained before making the changes. For en-route changes, travelers will make itinerary changes directly with the CTO while en-route. Upon return, travelers will reflect any changes when completing their voucher.

f. Mission Directed Changes After Departure Traveler must contact the CTO to initiate a change to itinerary for any travel arrangements (AO must be notified of additional costs incurred). The CTO will contact the TO for approval if routing is changed or additional cost is incurred. It is the traveler's responsibility to note changes and any costs incurred in DTS on the voucher. Note: If orders have "Variation Authorized" indicated on them the CTO can make any changes.

g. Cancellation and Confirmation Numbers Occasionally, travelers will have travel plans cancelled or changed at the last minute due to changes in mission requirements. If they do not have sufficient notice, these travelers may be unable to cancel reservations or registrations, and will be charged for unavoidable expenses or penalty fees for these changes. The traveler may be reimbursed these expenses by completing a voucher from authorization in DTS.

Request for cancellation will be done through the reservations module. The CTO will place the cancellation numbers in the Remarks block of the authorization. Also, if a ticket is cancelled after the ticket is issued, the CTO transaction fee will still be charged to either the GCC or CBA, as appropriate. The traveler may be reimbursed these expenses by completing a voucher in DTS. It is the traveler's responsibility to follow the DTS cancellation procedures.

h. Ticketing Requirement Travelers must provide a copy of the DTS approved authorization prior to issuance of ticket when using the Centrally-Billed Account (CBA). The authorization will be printed and faxed to Carlson Wagonlit.

i. Ticketing Methods Electronic ticketing (e-ticket) is the preferred method of ticketing. Use of paper tickets will be by exception. In the event that a paper ticket is requested, the traveler must make the request in time for the ticket to reach the traveler by express mail service. In the event a traveler requests a paper ticket for personal reasons, the traveler is responsible for any additional fees.

j. Ticketed Commercial Air Itinerary Traveler's can print ticketed itineraries through DTS or the traveler can request the CTO to email or fax them a copy of the itinerary. Traveler should check one day before departure that air reservations have been "ticketed". The airline industry considers this status to mean the ticket is paid.

k. Unused Tickets Traveler must return unused paper tickets to the CTO as soon as possible. If an e-ticket is unused, the traveler must notify the CTO. In either case, the traveler must note the changes in DTS.

l. DTS Reservation Module Not Used If time does not allow the traveler to input an authorization into DTS, the traveler must contact the CTO directly to make reservations. In certain cases the vendor may be contacted directly. The traveler must utilize their Individual Government Travel Card to pay for the ticket. To process these orders in DTS, traveler should make every effort to contact their admin clerk to input a travel Authorization. The traveler should create the authorization upon return if unable to contact their admin clerk prior to travel. The traveler must file his or her own voucher in DTS upon completion of travel.

m. DTS Reservation Module Used
When possible with short notice travel, the traveler should use DTS to make their travel arrangements. The CTO has the ability to move a PNR from inbound queue to emergency queue and process in an hour.

n. Short Notice Travel Arrangements less than 48 hours
All after-duty-hours travel must be arranged through the CTO's after-duty-hours customer assistance number (800-288-5999). During normal duty hours, call 866 832-8692 The CTO has been given the authority to make travel arrangements for travelers that have an approved travel authorization (digitally signed by the unit's Authorizing Official (AO). With an approved travel authorization, the cost of this travel may be placed on a Centrally Billed Account (CBA). The approved travel authorization must be faxed to the servicing commercial travel office (CTO), Carlson Wagonlit. In such cases, this paper version will contain the AO's signature. The admin clerk should insert this information into DTS as soon as possible.

If the traveler has an Individual Government Travel Charge Card, the CTO will charge the cost of the air travel to this account.

If the traveler does not have a GOVCC and the digitally signed authorization cannot be prepared, the CTO cannot issue a ticket.

7.0 Travel Authorizations

Always select AA-routine TDY when requesting an authorization. Contact your ODTA for exception.

a. Signed Authorization. Traveler must sign the DTS authorization before the start of travel. Authorizations should be submitted at a minimum of 10 days prior to the start of travel. If attending a school, authorizations should be submitted 30 days before travel.

b. Trip Description. The trip description block must be detailed and clear enough for anyone to understand what the mission is for. The following items must be included in the trip description block.

(1) Type of travel (i.e., AGR Travel, AGR Schools, AGR School, Technician Travel, Technician Training, IDT, YRAT, ADT, FTNGD-OS)

(2) Traveler contact phone number with area code

(3) Purpose of travel

(4) Pay and Allowances order number (if applicable) – If on a pay and allowances order, traveler must state the order number in the trip description and upload order into substantiating records.

c. Cross Fiscal Year. Travel Authorizations that cross fiscal years must reflect a termination date of September 30th of the fiscal year in which the authorization is issued. Upon receipt of authority to obligate funds for a future fiscal year, authorizations must be amended to allow the traveler to execute the full period of temporary duty.

d. Technician Training Requests. Prior to entering travel requests for Technician training, all technicians will provide the following to the Human Resources Department:

(1) Completed SF 182 Authorizations, Agreement and Certification of Training. This document must be signed by the immediate supervisor, the Training Officer (HRDS) and the Human Resource Officer.

(2) Source Document. Examples are LOIs or brochures.

(3) Technician Training worksheet. Worksheet can be found on the HRO website, Additional Information, DTS Information. http://www.kansastag.gov/FEDHRO.asp

e. Annual Training. DTS authorizations should not be done in DTS for any Unit Annual Training order cut using the Unit AT Module in AFCOS or Individual Annual Training orders (TDC 101) that are only authorized mileage. Only when per diem entitlements are authorized will a DTS authorization be created. For Individual Annual Training orders (TDC 101) that are authorized per diem, AFCOS order must have statement “Unit AT: Mileage and per diem entitlements authorized. Travel voucher will be filed using the Defense Travel System (DTS).” Year Round Annual Training (YRAT) will always require a DTS authorization.

7.1 Invitational Travel Authorizations (ITA)

ITAs will be processed using DTS using E-Invitational trip type. Invitational Travel Orders can be used for family members and other civilian travelers. ITAs cannot be used for Soldiers or employees of the federal government.

ITA’s will be created as follows:

1. ODTA will create the civilian traveler under the DTA Maintenance function.
2. ODTA will be responsible for creating and signing the authorization in DTS.

3. After the travel is complete, a Non-DTS Entry Agent (NDEA) will collect a signed DD 1351-2 from the traveler and create a voucher based off of the signed DD 1351-2. The NDEA must upload the DD 1351-2 and any receipts into Substantiating Records.

7.2 Entitlements

a. Transportation Mode. Transportation mode must be indicated on every authorization request. The AO may direct travel by any mode (i.e, GOV'T or commercial air, bus, train, or GSA vehicle). The AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a one mode is directed and another mode is used, transportation reimbursement is NTE the directed transportation mode cost.***

(1) Commercial Air Transportation **–** Use of the CTO (Commercial Travel Office) to arrange commercial air travel is mandatory. Arranging air travel can be accomplished via the DTS module or by calling the CTO directly. Under no circumstances will any other commercial carrier be used to obtain transportation such as Orbitz, Expedia, Priceline, etc. E-invoice must be uploaded into substantiating records when filing the voucher.

(2) Government Ground Transportation – Government transportation should be the primary mode of transportation for in-state travel. An AGO Form 2400 needs to be e-mailed to the GSA Fleet Manager to request use of an SMM Motor Pool GSA Asset for the Topeka, KS area. For organizations outside of the Topeka area, use of government vehicle is not mandatory but should be utilized to the maximum extent possible. In the event that no GSA assets are available, the denied request must be uploaded into substantiating records in order to be reimbursed POV mileage.

(3) Personally Owned Conveyance (POC) - *Pvt Auto-TDY/TAD* should only be authorized when it is advantageous to the GOV'T. Reimbursement for *Pvt Auto-TDY/TAD* for in-state travel must have a denied GSA request uploaded into substantiating records. If no GSA fleet is available near the traveler's location, a remark must be placed in the authorization stating that traveler does not have access to GSA fleet.

(4) Special Convenyances – The AO may authorize a rental car as a mode of transportation to/from TDY location. If a rental car is requested as mode of transportation, a Constructive Travel Worksheet will be required.

(5) POC in Lieu of Government Transportation

a. In-State Travel – Primary mode of transportation for in-state travel will be government ground transportation (GSA). Travelers that choose to use POC in lieu of an available GSA will be reimbursed at a lower mileage rate.

b. Out-of-State Travel – Primary mode of transportation for out-of-state travel will be commercial air. If traveler chooses to use POC or rental vehicle in lieu of common carrier transportation, reimbursement will be limited to the total constructed cost of common carrier transportation. Constructive Travel Worksheet can be found on the Public Drive under P://USPFO/DTS. CTW must be uploaded into substantiating records comparing the cost of each mode of transportation.

(6) POC to Terminal – *Pvt Auto-Terminal* should be used when traveling to any transportation terminal (airport, bus station, GSA pick-up location). Mileage reimbursement will be paid at the standard rate from residence/duty station to transportation terminal. When POC is driven round trip to drop-off and/or pick-up an official traveler at a transportation terminal, the traveler may be reimbursed TDY mileage for both round-trips.

NOTE: Mileage rates can be found in the Joint Federal Travel Regulation, Chapter U2600. JFTR can be found at: http://www.defensetravel.dod.mil/site/travelreg.cfm

b. Lodging

(1) Government Lodging Availability – Government lodging will be utilized when TDY at a government installation, to include PEC and KSRTI. If lodging is not available, traveler must obtain a Statement of Non-availability from the lodging office and annotate that SNA number on their commercial lodging receipt. If government lodging is available but traveler chooses to stay in commercial lodging, traveler will be reimbursed lodging costs NTE the cost of government lodging for that installation.

(2) Commercial Lodging Availability – A traveler may arrange commercial lodging in DTS or arrange directly with the hotel. Traveler must stay within the per diem rate for that area unless the USPFO has authorized actual expense.

(3) Online Booking Tools – Despite any savings realized through online booking agents, this method should not be used to book lodging. Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.

(4) Actual Expense Authorization – Actual Expense Authorization (AEA) up to 300% of the per diem rate can be authorized. The approval authority for all AEA requests is the USPFO. If AEA is necessary, traveler will submit a written request to the Exam Section, ksexam@ng.army.mil. The request, either approved or denied by the USPFO, will be returned to the traveler within 7 days. AEA Requests should include:

a. Dates of travel
b. Specific reason for travel
c. Location where AEA is being requested
d. Reason for exceeding the established lodging rate

e. Contact information (name, phone number, email address)

If approved, the approval memorandum must be uploaded into substantiating records when completing the authorization. Failure to obtain approval prior to travel could result in the request being denied. After the fact AEA requests may be approved on a case-by-case basis. Poor planning does not warrant an after the fact AEA approval.

c. Miscellaneous Entitlements

(1) Rental Car – The AO may authorize the use of a rental car at the TDY location when it is the most cost-effective or efficient way to complete the overall mission. The compact size should be authorized unless a larger size vehicle is justified. Justifications to be reimbursed for a car, other than compact size, should be annotated on the authorization. Personal upgrades, GPS, and additional insurance are not reimbursable.

(2) In and Around Mileage – In and around mileage within TDY location may be authorized by the AO if it is cost effective. In and around mileage must be authorized on the authorization and a daily log must be uploaded into substantiating documents on the voucher.

(3) Parking – Parking at Kansas City International Airport will be limited to the cost of Circle Parking. Parking in the garage will be reimbursed at the Circle Parking rate unless there is a legitimate justification.

(4) Laundry – Laundry is authorized for TDY of 7 consecutive nights or more (4 nights for civilian employees). Laundry can be claimed as an actual expense NTE an average of $2/day. Laundry reimbursement is not an entitlement and should be claimed only when actual laundry expenses are incurred.

(5) Baggage Fees – Travelers should present a copy of their orders to airline carriers upon check-in to avoid baggage fees. In the event baggage fees are incurred, traveler must upload the receipt into substantiating records when filing the voucher.

(6) Excess Baggage - Excess baggage may be reimbursed if approved by the AO on the authorization. Authorization for excess baggage must be justified. Receipts for excess baggage must be uploaded into substantiating records when filing the voucher.

(7) Registration Fee – Reimbursement of registration fees may be authorized by the AO. Itemized receipts must have travelers name on it and be uploaded into substantiating records. If meals are provided as part of the conference, per diem entitlements must be adjusted to deduct those meals.

(8) Local Commuting Distance – The local commuting distance policy is 50 miles or less. To be reimbursed for lodging and/or meals when staying

within a 50 mile radius of residence, traveler must have a signed memorandum from their Command requiring them to stay overnight at duty site. Travelers that commute daily to/from duty site will be paid one round trip mileage from home to duty site.

(9) One Day Orders – Duty performed that is 12 hours or less will not be authorized per diem. Duty performed that is more than 12 hours but less than 24 hours may be authorized ¾ per diem for that day.

7.3 Travel Vouchers.

a. Receipts. Receipts must be uploaded into substantiating records when filing a voucher. Receipts are required for any expense over $75 as well as the following, regardless of amount:

(1) Lodging – An itemized lodging receipt with travelers name, hotel name and address, and zero balance.

(2) Registration Fee – An itemized receipt with traveler's name and what is included in the fee

(3) Airfare – E-invoice

(4) Baggage Fees

(5) Excess Baggage

b. Non-DTS Entry Agent (NDEA) Responsibilities. In the event that an ODTA needs to T-enter a voucher for a traveler it is mandatory that a completed DD 1351-2, signed by the traveler, be uploaded into substantiating records. Absence of a DD 1351-2 on a T-Entered voucher will result in the voucher being returned.

c. Program Manager/Approving Officer Responsibilities. **Program Managers/Approving officers must ensure that travelers provide receipts in DTS for all requested reimbursements $75 or more**. If a receipt is not provided for items over $75 then no reimbursement is authorized. Approving Officers must scrutinize vouchers to ensure there is no Fraud, Waste, or Abuse. If this is suspected, then report this immediately to the USPFO-ARC. **Approving officers are held liable for vouchers they approve.**

d. Local Vouchers. Local vouchers will only be used for Recruiting and Retention Out-Of-Pocket Expenses

7.4 Debt Management

Travel related debt situations may occur as a result of voucher overpayment or Post Payment Reviews that determine a paid voucher contained an unauthorized expense. In the event that the traveler incurs a DUE U.S., they will be notified via email that money is owed the government. The traveler will be provided due process of 30 days to repay the debt. After due processed is served, and traveler has not repaid the debt, a payroll collection will be initiated to collect the overpayment from the travelers military pay or technician pay.

8.0 Reference Information

The DTS site has direct links to other sites and to various training and reference materials along with hundreds of guides and manuals. Here is a list of materials that will likely provide you the most benefit.

AO Guide
AO Cancellation Procedures
AO Instructions

Business Rules
KSARNG Business Rules
Army National Guard Business Rules
HRO Policy #18 change 1

ODTA Guide
DTA Logical Flow Process
Required Actions-Fielding-Responsibilities

Traveler's Guide
Creating a Voucher
Traveler's Cancellation
Procedures with CTO

9.0 Help Desk

The DTS Help Desk concept utilizes a three-tiered approach:

Tier 1 – ODTAs, Unit / Section Level
Tier 2 – LDTA-USPFO-ARC
Tier 3 – Traveler Assistance Center (TAC)

Tier 1 Available Resources

-Organizational Defense Travel Administrators (ODTAs) at each BN level and above
-DTS website including DTS Training Portal
-KSARNG Local Business Rules
-KSARNG DTS Simplified Users Guide
-Computer Based Training (policies and procedures / Lesson Plans/Training Materials)
-Frequently Asked Questions (FAQs)

If the issue cannot be resolved after exhausting all resources available, the next step is to contact the Organizational DTAs (ODTA) for assistance (Tier 2).

Tier 2 Help Desk

Location: Within the Comptroller Division of the USPFO POC:
SGT Tom Bullock Email Address: tom.bullock@us.army.mil
Phone Number: Commercial (785) 274-1220 alternate at 274-1221
DSN 720-8220

Tier 3 Available Resources

The Travel Assistance Center operates the DTS Tier 3 Help Desk. Access to Tier 3 is limited to authorized callers only; typically a site's ODTA or LDTA. They will work any issues unresolved through the above means and coordinate resolution with the issues originator.

10.0 Appendices

APPENDIX A-Abbreviations and Acronyms

Acronym	**Definition**
ADSN	Accounting and Disbursing Station Number
AO	Approving Official
CBA	Centrally Billed Account
CTO	Certifying Official
CONUS	Continental United States (48 contiguous States)
CSS	Command Support Staff
CTO	Commercial Travel Office
CTW	Constructive Travel Worksheet
DADS	Defense Accounting and Disbursing Systems
DFAS	Defense Finance/Accounting Service
DTA	Defense Travel Administrator
DTS	Defense Travel System
EFT	Electronic Funds Transfer
FDTA	Financial Defense Travel Administrator
FSO	Financial Services Office
GDS	Global Distribution System
GOVCC	Government Travel Charge Card
IBA	Individually Billed Account (Government Travel Charge Card)
JFTR	Joint Federal Travel Regulations (military)
JTR	Joint Travel Regulations (Civilian)
LDTA	Lead Defense Travel Administrator
Acronym	**Definition**

LICWO	Leave In Conjunction With Official Travel
NDEA	Non-DTS Entry Agent
OCONUS	Outside the Continental United States
ODTA	Organizational Defense Travel Administration
PCS	Permanent Change of Station
PLOT	Personal Leave with Official Travel
PNR	Passenger Name Record
PRF	Personnel Readiness Function
RMO	Resource Management Office
RO	Routing Official
SDDC	Surface Deployment and Distribution Command (formerly MTMC)
TA	Travel Authorization
TDY	Temporary Duty
TMO	Traffic Management Office
USPFO	United States Property and Fiscal Office

APPENDIX B-Line of ACCOUNTING LABEL METHOD

The LOA label is 15 character code for the accounting fund cite that is used in DTS.

Char 1-2	Char 4-6	Char 8-10	Char 12-13	Char 14-15
Fiscal Yr	PMC	TDC	Off or Enl	Central or Individual
11	T20	MAN	OF or EN	CB or IB

Example: 11 T20 MAN ENIB

KEY:

OF – Officer
EN – Enlisted
CB – Commercially Billed
IB – Individually Billed

APPENDIX C-TRIP DESCRIPTION BLOCK TYPE OF TRAVEL LIST AND EXAMPLES

Type of Travel	Order #	Contact Phone	Purpose
AGR TRVL	n/a	X1221	Attend Fiscal Law Course
AGR SCH	n/a	785-274-1221	Attend Finance Officer Advance Course
TECH TVL	n/a	X1232	Perform inspection of Morale Support Funds
TECH TRN	n/a	555-452-2737	Attend EDFMT Course
IDT TVL	n/a	XXX-XXX-XXXX	Attend 891st EN BN SRP at Salina
YRAT		XXX-XXX-XXXX	Attend YRAT at Camp Ashland NE
M-DAY SCH		XXX-XXX-XXXX	Attend WLC at Camp Ashland NE
M-DAY Active Duty for Training		XXX-XXX-XXXX	Attend OBC at Ft. Leonard Wood MO
M-DAY Active Duty		XXX-XXX-XXXX	Support OCS Training at Salina